

***DODGE COUNTY HEALTH FACILITIES COMMITTEE MEETING
CLEARVIEW, 198 COUNTY DF, IN THE CHAPEL
JUNEAU, WI 53039***

JANUARY 4, 2017

MINUTES

1. **CALL TO ORDER:** Meeting was called to order by Chairman Bischoff at 7:45 a.m. with the following members present:

2. **ROLL CALL:**

Larry Bischoff
Lisa Derr
Jeff Duchac
Dan Hilbert
Tom Schaefer

ALSO PRESENT: James Mielke, Dodge County Administrator; Russell Kottke, Dodge County Board Chairman; Jane E. Hooper, Clearview Administrator; Ann Schulz, Director of Nursing; Bill Wiley, Director of Finance; Jackie Kuhl, Brain Injury Center Unit Coordinator; Lori Kurutz, Director of Support Services; Heather Ninmann, IID Household Specialist; Jim Hill, Director of Environmental Services; Jessica Streaan, Assisted Living Supervisor; Ashley Vergenz, Social Worker; Lisa Schneider, Health Information Management Coordinator; and Jill Soldner, Administrative Secretary.

ABSENT: None

3. **APPROVAL OF MINUTES OF DECEMBER 7, 2016 MEETING:** Motion made by Duchac to approve the December 7, 2016 Minutes; seconded by Schaefer. Motion carried.
4. **APPROVAL DEVIATING FROM THE AGENDA:** Motion made by Hilbert to deviate from the Agenda if required; seconded by Schaefer. Motion carried.
5. **PUBLIC COMMENT:** None to report.
6. **COMMITTEE MEMBER REPORTS:** None to report.
7. **INVOLUNTARY DISCHARGES:** None to report.

8. **CENSUS REPORTS:**

CBIC:	23 of 30, with 1 admission today, with 1 more possible this week
Clearview:	125 of 140, with 4 referrals
Clearview Behavioral Health 1/2:	20 of 20
ICF-IID (formerly FDD):	44 of 46
Trailview	4 of 4
Clearview Community Group Home:	4 of 4
Northview Heights (CBRF):	17 of 20, with 1 possible admission next week

9. **ADMINISTRATOR'S REPORT:**

- **Update: Truck Sale / On-Line Auction ~ Jim Hill:** Jim Hill updated the Committee about the status of the sale of the 2001 Chevy plow truck sale with Wisconsin Surplus Online Auction. The second auction was held on December 7, 2016. The winning bidder paid \$7,926.00 and the truck was picked up.
- **Update: Accounts Receivable / Aging Accounts:** Hooper updated the Committee; updates will continue to be made to the Committee.
- **Dodge County-Clearview Website Demo:** Lisa Schneider, Clearview's Health Information Management Coordinator, and Ashley Vergenz, a Social Worker at Clearview, gave a presentation on the new Dodge County website, specific to Clearview. The soft launch date will be January 9, with a "go live" date of January 23 for the entire county. The new website will be more user friendly and it will be easier to access Clearview's portion of the website.
- **Approval of Friends of Clearview Expenditures:** Motion by Duchac to approve the requested expenditures in the amount of \$765.00; seconded by Hilbert. Motion carried.
- A discussion was held, as a follow-up to the November 2016 County Board meeting, regarding county vehicle usage and the need for a policy. The matter will be on the Human Resource Committee Agenda for their January 17 meeting, then Management Council on January 24, and then the Executive Committee meeting in February.
- A discussion was held regarding new clinical/billing software packages. Clearview has narrowed their choices down to two: Matrix Care and American Data/ESC. On-site tours will be taken at other facilities this month, to talk about their thoughts on the two software packages. A core team from Clearview is being put together.
- Administrator Hooper advised the Committee that a Milwaukee County Managed Care Organization ("MCO"), "My Choice," contacted her over the holidays and is interested in a mutual relationship with Clearview.

- Administrator Hooper discussed a conversation she had with Chris Waldron from Boldt. Waldron had provided pictures of Boral products that have been installed on buildings through the country. Wisconsin sites are in Muskego, Delevan, and two sites in Whitefish Bay. Hooper will request that Boldt complete a computer rendition of what Clearview would look like with the Boral product on it. The fire code approval is still pending. Jim Hill, Director of Environmental Services, will do an assessment of the current siding and update the Committee at its February 13 meeting.
- A discussion was held regarding future "View of Clearview Departments." Ideas were: having Department Heads discuss their duties, as well as having various consultants talk about the work they do at Clearview.

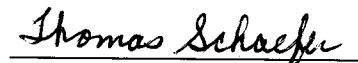
FINANCE REPORT ~ BILL WILEY, DIRECTOR OF FINANCE:

2016 Write-Off Update: Wiley provided two handouts to the Committee. The first reflected the recent list of uncollectible receivables that the Clearview Administrator had approved. The second handout showed a comparison of all 2016 write-offs vs. the 2015 write-offs since September 1, 2015. Wiley explained that the previous 2015 write-offs were not included since they were part of a large batch that spanned several years. He will use the 2015 to 2016 write-off handout to analyze how to budget for bad debt expense in 2018.

10. **NEXT MEETING DATE:** *Monday, February 13, 2017, at 1:00 p.m.*, in the Chapel at Clearview, 198 County DF, Juneau, Wisconsin.
11. **ADJOURN:** There being no further business to come before the Committee, Motion by the Chair to adjourn. Meeting adjourned at 9:59 a.m.

Dated this 13th day of February, 2017.

Respectfully submitted,



Thomas Schaefer, Secretary